

How to complete the manager declaration and upload the appraisal

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The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.

Accessing eLearning and the ePortfolio



Please use Google Chrome to access your portfolio.

Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.

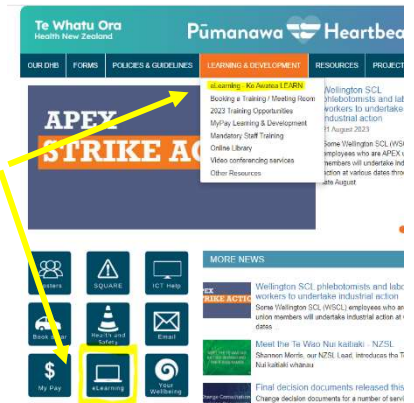
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

Step 1:

From the Hutt Valley intranet page, navigate to **Ko Awatea LEARN**. See image (right) for guidance. You can use either option highlighted in yellow.

Alternatively, and if logging in from a home computer, you can use the following web address:

<https://koawatealearn.co.nz/>



Step 2:

Click on the Ko Awatea LEARN elearning logo (see image right).

Login using your Ko Awatea username and password.

If you are unable to login please contact the elearning Coordinator for assistance,

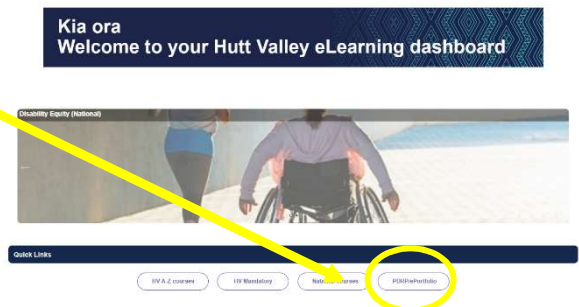
training@huttvalleydhb.org.nz



Step 3:

Select the PDRP/ePortfolio button under Quick Links.

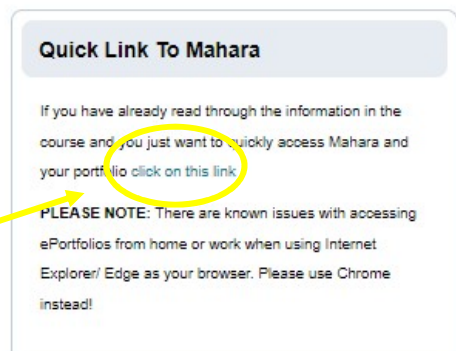
If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.



Step 4:

Welcome to the gateway. If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio under the heading **Creating your ePortfolio**.

To move through the gateway into your ePortfolio homepage please click the link under **Quick Link to Mahara**.



Step 5:

As a manager you should already be an administrator of your ward/department group. If not please contact the Nurse Coordinator Professional Development for assistance.

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Step 6:

There are two ways to access the ePortfolio that has been shared with you.

- 1) Follow the link in the automated email you received.
- 2) Type part of the nurse's name in the "Search for people" box at the top of the page.

L E A R N

Search for people



Welcome

Ellie Jessop



Step 7:

From the search results select the name of the correct nurse. If the name has not appeared – please check spelling, and/or try searching by another part of the name.

Step 8:

Once you have found the nurse, you'll see three sections "about me" "X's portfolios" and "X's groups" as in the image (right).

You should be able to see the nurse's portfolio in the appropriate section.

If you cannot see their portfolio, check you are using Google Chrome as your internet browser. If you are using Google Chrome, and you still cannot see their portfolio, then the nurse has not shared it with you correctly. They can use *ePort11: How to share your portfolio*.

About me

First name: Ellie
Last name: Jessop
Town: Wellington
Country: New Zealand

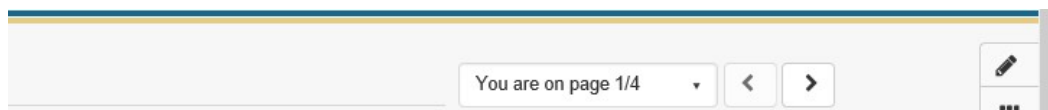
Ellie Jessop's portfolios

Ellie Jessop Designated Senior Nurse Portfolio 2023 (5 pages)

Ellie Jessop's groups

Step 9:

Once you are in the ePortfolio use the arrow or drop down box to move to page 1 for the Manager Declaration.



Step 10: Completing the Manager Declaration

First, highlight the declaration table and copy (using the right click button on your mouse).

Next select the "+Add comment" button.

If the "+Add comment" is not available see the FAQ section at the end of this guide.

A screen will open on your right.

1. Paste (by using right click on your mouse) the table into the comments box
2. Choose agree or disagree for each item in the table.
3. Add your details.
4. Then click "Comment" to save.

L E A R N

Search

Description

Please click on the green bars below to open up each section.

Manager Declaration

As the Manager you are required to endorse and have confidence in the nurse's level of practice, professional development and delivery of investment through the employment agreement.

You must discuss all portfolio applications with the applicant to allow the opportunity to support, or not support, application for any level of practice. This may be done at the time of performance appraisal, but should be done before the applicant starts the portfolio.

Please copy and paste the declaration below into the comments and complete it by clicking Agree or Disagree as appropriate and indicating the level of practice you endorse. You may wish to add additional comments.

Please also attach a copy of the applicant's latest appraisal (less than 12 months old).

I have no concerns about this nurse applicant's performance, practice, manner, ethics or teamwork.	Agree or Disagree
This applicant has had a good record for their performance in conduct in the past 12 months.	Agree or Disagree
This applicant has had an appraisal in the past 12 months and the appraisal accurately reflects their nursing skills.	Agree or Disagree
This applicant consistently provides a demonstration, appropriate standards of knowledge, dissemination, innovation, collaboration and effective teamwork.	Agree or Disagree
This applicant demonstrates a commitment to improving their practice and being involved in professional development practice review activities.	Agree or Disagree
I have read the applicant's portfolio and agreed that it is a true reflection of their performance.	Agree or Disagree
I endorse NME's Competence/Professional Expectations/Recommended application.	Agree or Disagree
Name of Endorser:	
Endorsed by Name and Role Title:	
Comments:	

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Step 11: Upload the Performance Appraisal / Mo Tātou

On the right of your screen you will see the Performance Appraisal / Mo Tātou box.

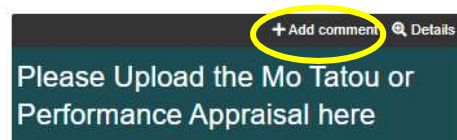
Select “+Add comment”

A window will open from the right.

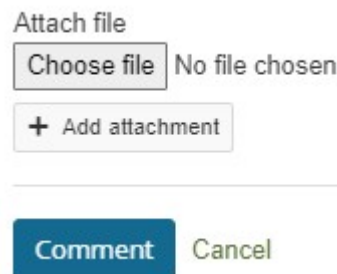
Select “Choose file” and find the applicant’s signed and dated performance appraisal / Mo Tātou.

To save, click “Comment”

You have now completed the Manager declaration and uploaded the applicant’s performance appraisal.



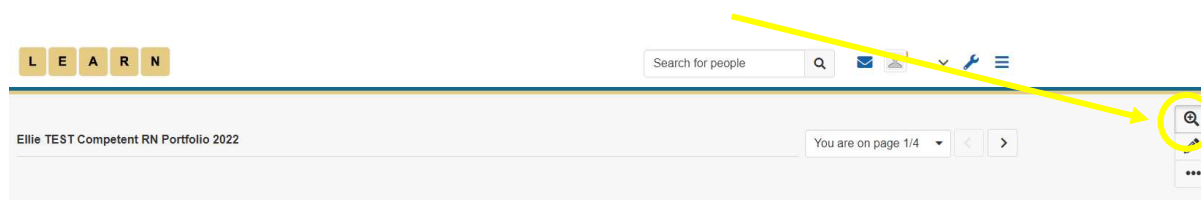
Mo Tātou or performance appraisal should be less than 12 months of at time of submission.



FAQs:

I cannot see the “+Add comment” button – what do I do?

1. Ensure you are using Google Chrome internet browser when accessing the portfolio.
2. Select the magnifying glass icon in the top right corner of your screen as shown in the image below. The “+Add comments” button should now appear.



If you find that a correction is needed on this ‘How to...’ guide please contact the Nurse Coordinator Professional Development.